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*Report of the
University Librarian*

The University of Alberta 1977-1978

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THE UNIVERSITY OF ALBERTA

REPORT

OF THE

UNIVERSITY LIBRARIAN

TO THE

PRESIDENT

*For the period
April 1, 1977 to March 31, 1978*

Edmonton, The University of Alberta



President H. E. Gunning and Chairman of the Board of Governors, E. A. Geddes, with one of the commemorative volumes presented to the Library by the Friends of the University in honour of retiring faculty.

LIBRARY
UNIVERSITY OF ALBERTA

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Part I—GENERAL

Administration

In a review of the year 1977-78 the dominant theme has to be the worrisome problem of the declining purchasing power of the library materials budget what with worldwide inflation and the fitful decline in the Canadian dollar against other currency. In February, 1977 the Canadian dollar was but 2¢ below its American counterpart; by March, 1978 it was 11¢ less. Stated conversely, by the end of the fiscal year, for every book and periodical purchase in the United States our Library was paying \$1.12. Further, the American dollar, to which the Canadian is presently wedded, slipped badly in relation to the stronger currencies of the world. With more than 90% of library materials imported, there is little hope at the present time for long-term cost stabilization even if the Canadian dollar were to assume a much more stable character over the next several years.

In the year 1978-79 the Library proposes to combat the deficit by throwing in its financial reserves, the bequest to the University, the MacCosham Trust Fund. Beyond that date, unless the University is able to infuse a large amount of money into the Library's materials budget, the funds remaining to purchase anything, except to renew the existing serials, may be negligible.

In July, 1977 the University Library, with the encouragement and support of the Department of Computing Services and the Office of Administrative Systems, sponsored two meetings of other university libraries, of college libraries, and of the two major public libraries in the province to discuss the DOBIS software system being developed in the National Library of Canada. The proposal was that our library would carry on experimental work with the objective of ultimately creating a provincial library network. The delegates expressed willingness to support and co-operate in a DOBIS network, but the proposal was unable to take off for lack of a compatible computer with surplus computer time and initial developmental funds. During the year the idea has been kept alive for future implementation.

As indicated in the last report, the Librarian, early in 1976, had initiated three surveys of the Library's operation and organization. At the time of writing the 1976-77 report two of the survey teams had submitted recommendations, but these had not been released in anticipation of the issuance of the third and master survey which was to examine library organization and management. Finally, in September, 1977, the recommendations of this last survey were made public. The Management Survey proposed the decentralization of the Library by subject areas and/or professional schools. Most persons on campus having any knowledge of, or interest in, the welfare of the Library considered the recommendation unacceptable, indeed a medieval approach to university library organization. The Library Committee

reviewed the report over the winter, and rejected the notion of dismemberment. At the end of this present reporting year a Committee, chaired by the Vice-President (Academic), is attempting to clean up the "fall out".

A problem becoming acute is that of space for our growing collection. Indeed, free shelf space is negligible in certain library areas. As the Humanities-Social Sciences collection of Rutherford North is the area growing most rapidly, emergency measures are presently being implemented. Construction of Phase II of Rutherford North was to have commenced in 1976. In the absence of this additional space, volumes will shortly be moved from Rutherford North to Rutherford South.

The Library Administration follows closely technological and other changes which are occurring in university libraries. One development is the decision of the Library of Congress to close its card catalogue as of June 1, 1981. Concurrent with the closing will be the adoption of newly formulated cataloguing rules known as the "Anglo-American Catalogue Rules #2" (AACR 2). Library administrators are apprehensive that implementation of AACR 2 will mean additional costs to make changes in corporate author entries and in subjects used. Within our Library a committee has been studying the potential closing of our card catalogues. In view of decisions taken in other libraries it is anticipated that the recommendation will be to introduce microform catalogues. An advantage to the microform catalogue is that additional copies of it can be made available cheaply and displayed in different areas of the campus.

Collection Fund Management

Mr. Olin Murray, Co-ordinator of Collection Development, describes the difficulties of materials fund management in a period of monetary uncertainty.

As a brief characterization of the collection development situation, inflationary and other cost increases have continued to erode purchasing powers of an essentially static library materials budget. This situation has had the predictable result that an imbalance between funding for serial continuations and other library materials is steadily worsening. Eight years ago serial continuations claimed only 25 % of the materials expenditures, but in 1977-78 it was 55%, or in dollar amounts \$328,000 and \$1,045, 000 respectively; in that period the actual numbers of titles subscribed to have been held essentially constant.

Between 1975-76 and 1976-77 a slower rate of increase seemed to suggest that serial prices had stabilized. But alas! The respite was temporary for in 1977-78 they increased by 25%. Accordingly at the end of the year the Library Committee recommended that a second effort to reduce serial costs, similar to the revalidation project of 1973, be undertaken. Fortunately, in 1976, the Library had done some

preliminary classification by priority of serials for each library division, and this should considerably expedite the work of the new effort, the outcome of which will be realized in 1978-79.

A new order year based on the calendar year was implemented in April of 1977, thus producing a transitional order year covering the period April-December, 1977. New discretionary allocations were provided in January 1978 with a subsequent round in April 1978. Though the Library has not yet had a complete year of operation of the new plan, some benefits are discernible. The new system has enabled teaching departments to continue submitting orders during winter and early spring when otherwise many would have exhausted their allocations and would have been forced into inactivity at precisely the time when they are most capable of devoting their best efforts to book selection.

A major event in acquisitions was Mr. L. E. S. Gutteridge's departure from his position as out-of-print officer. Tribute has been paid in earlier annual reports to his diligence and success in seeking out desiderata titles. The Library has adopted the "exclusive vendor search for a limited time", in place of the simultaneous multiple search and quote method. The former has the advantage of allowing quotation requests to be entered in the automated acquisition file, thus appearing in a standard format along with regular orders. The new system presents an opportunity to eradicate one source of perturbation afflicting departmental discretionary accounts, owing to the often meaningless inflation of encumbrances for titles on order by quotation but never received. Unfortunately, with the continuing decline of funds the out-of-print function must become a progressively less significant part of the collection development process.

Approval plans have continued on the same basis for the last several years, with the two major English-language vendors supplying the Library with slips for new titles, from which selection staff in the various library divisions make choices within the constraints of their individual approval plan allocations. This method of selection has been proven to be far more effective than dealer selection by blanket order. For instance, marginal books, to the extent that they can be identified from slips, can be eliminated before ordering. Even more to the point, during difficult budgetary times, the divisions can rationally accommodate their selection to the financial restraints, maintaining priority areas without destroying the whole programme. More positively, the participation of the staff in the selection process, as afforded by our present arrangement, creates the opportunity for a coherence and continuity in collection development which are not otherwise possible.

With respect to project selection and funding, this category of acquisition enables teaching departments and library divisions to undertake meritorious projects which it would be impossible to

undertake from discretionary funding alone. Major continuing projects in 1977-78 are in the area of Canadiana, Special Collections, Music, Classics, European Romanticism, and English. An assessment of projects over the past five years reveals about 80 short-term ones which were started and finished within that period. It will be regrettable if the rapid decline in project funding leads to the closing down of this important means of flexibility and responsiveness in collection development.

This report on collection fund management can be concluded by explaining problems of forecasting and planning. For some years, as a consequence of differential annual rates of cost increases for library materials, the Library has been bedeviled by problems of effective cost prediction, planning, and control. In the case of serials, the problem is to accurately predict the requirement of this cost category at the beginning of the fiscal year, in order to know how much funding can be made available for other uses, and to ensure that these costs remain within the limits as defined by policy. In the case of books and non-serial material the problem is to know by what time and by how much a given level of commitment will be realized as an expenditure. The Library has found on the average, and given the variable mix of our orders from many countries and sources, that it takes a surprisingly long time for a commitment to be realized as an expenditure. Thus, very heavy ordering in the last half of the fiscal year will build up a substantial commitment but only to be carried forward to the next fiscal year, since very few of the orders will result in actual expenditure in the year the commitment is incurred.

Staff

Of the professional staff, the largest number was appointed to the Cataloguing Division: Salvatore Aquila, Paul Figueroa, Denise Holmen, Asko Kujansuu, and Vesna Vukov (formerly a temporary appointment). In the Public Services areas, Deborah Dancik (formerly temporary), Barbara Fraser, and Madge MacGown were added to Education, John Miletich to General Sciences, and Margo Young appointed jointly to General and Medical Sciences.

The following resignations were received from professional staff: Larson Brodner, George Grlica, Margot McBurney, Margaret Salmond, Jack Thompson, Johanna Weweler, and Istvan Zachfalvy. Three of these assumed responsible administrative positions in other libraries: Istvan Zachfalvy joined the University of Saskatchewan as chief cataloguer; Jack Thompson, head of the Library Systems Divisions, left to implement a new automated system at the Edmonton Public Library. Mrs. Margot McBurney, head of the Acquisitions Division, was appointed Chief Librarian of Queen's University in Kingston. The University of Alberta Library has been a training ground where, by

experience and observation, ambitious staff members may prepare themselves for major library posts elsewhere, as such opportunities arise.

Mr. Norv Everett, Personnel Officer, reports on support staff as follows. The turnover rate was 29% as compared to 26% the previous year (an all-time low), with the number of resignations being 83. Resignations usually occur in April, June and September. Continuing education, relocation, and change of employment are the most common reasons given for termination. The average vacancy remains unfilled for 22 days, but there have been instances of six months or a year elapsing before, for various reasons, a position has been refilled. The number of hourly staff used during the year decreased, but expenditure increased because students are now working long hours, and if they have previously worked in the Library are paid at a higher rate for their experience. Not only resignations of trained staff, either professional or support, but transfers within the Library system, and various kinds of leaves—as for instance maternity leaves—lead to uneven work flows and sporadic crises in library divisions. These verge on the disastrous when they occur in the technical services divisions where staff are only fully effective after a year or more of training and experience. Staff changes place an added burden on supervisors who, in addition to the burden of training the service staff, must undertake additional supervision.

In view of the above, the Library Administration is most appreciative of the service of a small group of long-term support staff. This year the Library lost four of them, one through resignation and three through retirement: Marion Calvert, Education (11 years); Gabrille Takats, Circulation (10); Orest Bohonos, Cataloguing (12); and Tordis McRoberts, Acquisitions (12).

The favorite vacation months for support staff were July and August when 1,417 work days were taken. Casual absences among support staff decreased slightly to 1,322 days, while general illness increased to 1,610 days; these were heaviest in January when 148 and 338 days were used respectively.

The 1977-78 Board/N.A.S.A. Agreement came into effect on April 1, 1977, providing a salary adjustment of 7.3%. The provincial Public Service Employee Relations Act came into force, and has changed the status of the Non-Academic Staff Association so that its future as the bargaining agent for employees remains uncertain.

The Library Personnel Office provided training sessions for supervisory staff on how to interpret and apply the Board/N.A.S.A. Agreement, on completing employee appraisal forms, and on interviewing and selection. None of the Library staff were enrolled in the library technician course offered by Grant MacEwan College since those staff who were initially interested have now passed all the classes which may be taken extramurally.

Administrative Services Division

The Administrative Services Division is directed by Mr. Rod Banks whose duties, in addition to supervision of those units described below, includes budget preparation and control.

Mr. Roy Barter, in charge of the Office Services Unit, reports as follows on building maintenance. Shortly after the end of the reporting year the directory and signage project was completed throughout the Library system; directional signs are consistent and are prominently displayed in large clear print. A major reconstruction project has been the installation of weeping tile along the external wall of the north wing added in 1969 to the Cameron Library. The original contractor neglected to install tile with the result that on the interior surface of the wall the paint blistered while the wall was moisture saturated. In remedying the problem the exterior surface had to be excavated and weeping tile installed, while the inside wall needed to be removed to allow drying. Needless to say this reconstruction project was disruptive of the Acquisitions Division.

In Library Supplies a total of 1,127 supplies requisitions were filled, 424 Central Stores orders, 56 systems release orders and 281 purchase



A section of the Library stockroom showing supplies needed for the continued operation of the Library.

requisitions. Other requisitions were 128 requests to Physical Plant, and 175 orders to Printing Services.

The coin operated copy machines in the Library produced 1,057,108 copies, while the manually operated ones turned out another 562,738.

According to the Mail Room statistics 5,567 bags and boxes of mail were received, and 2,669 bags and boxes and 138,417 cards and letters shipped or mailed. The outgoing bags and boxes decreased by 223, letters and cards by 10,882. Many of the outgoing letters represented book recall notices sent to users.

The Accounting Unit, under the direction of Mrs. Marlene Sherban, experienced a busy year processing some 22,000 invoices for library materials representing an expenditure of \$2,155,607. Another \$87,634 was spent from various trust funds for the purchase of books. The general accounts (interlibrary loans, bindery, supplies, communications, etc.) involved 3,337 invoices, representing an expenditure of \$511,071.

The significant events of the Library Personnel Office, supplied by Mr. Norv Everett, are set out in the section above captioned "Staff".

Systems Planning and Development

Mr. Charles Turinek, the Acting Head of the Systems Planning and Development Division, reports on the various activities during the year. In circulation control development the specifications for the inter-active terminal system were completed, and orders placed for EPIC terminals to be delivered in mid-summer 1978. These terminals will replace equipment which is presently showing the effects of age and heavy use by recurring stoppages. The Systems Division continues to refine library programmes and one system improved has been circulation control. The books-on-loan file was changed to a microfiche format which provides greater flexibility, and at a fraction of the cost of paper print-outs. Fortunately the public have reacted favorably to the microfiche record.

In the accounting/acquisitions area the Systems staff worked on a programme to enable the status of an order to be updated at the time of receipt rather than when payment is made, and this programme is now in the final testing stage. A second priority being pursued concurrently with the above was the review of existing outputs.

In cataloguing procedures the programme for handling UTLAS records was modified and some new features were added. These latter permit selection of only part of the total UTLAS tape, and eliminate the necessity to manually sort the books prior to processing. These changes resulted in much better file control, considerable savings of disc space and computing funds and better turn around time. Negotiations to load our data base of 230,000 records on UTLAS are progressing. New cataloguing programmes have been tested and are being prepared for implementation.

Part II—PROCESSING

Bibliographic Verification

Mr. Brian Hobbs, the head of Bibliographic Verification, describes his division as having had a successful year as it processed 21% more requisitions even though for part of the year it was seriously understaffed. Fortunately, the Cataloguing Division, made available two experienced bibliographers for a time. The staffing problem was alleviated when with the phasing out of the Out-of-Print Section two staff were transferred to Bibliographic Verification in late August and further improved with the creation of a professional position in October.

The Division began the year with a large backlog of requisitions waiting to be checked. The number of requisitions processed was 65,419, which, as indicated above, represented an increase over the previous year by a fifth. In the month of January a record was established when 8,283 requisition cards were processed. Rejected requisitions (titles already on order, etc.) dropped slightly percentage wise to 36.5%. Through various approval plans 14,815 titles were ordered, a significant portion of the number of titles ordered.

Now that the order year has been shifted to three months ahead of the fiscal year, a year more in harmony with the faculty availability to participate in book selection, the Bibliographic Verification Division looks forward to a more even workflow.

Acquisitions

Mrs. Bonnie Davis remained acting Head of the Acquisitions Division because of a freeze in appointments pending the outcome of the Library's Management Survey. Monographic and standing orders processed totalled 59,981, an increase of 25%. In January Acquisitions staff broke a record by sending out 8,022 orders. The periodicals unit placed 15,010 subscription renewals and 422 subscriptions to new titles. Periodical cancellations and cessations numbered 312. The Library's subscriptions to periodicals is 110 titles more than in the previous year even though the financial stringencies made it necessary to reduce subscriptions, or at least maintain a static subscription list.

In earlier years as much as a fifth of book funds were spent on the purchase of back files of periodicals, but with less money available, or perhaps because the Library now has strong file holdings of periodicals, fewer orders were placed. Last year the number was 1,212, representing a 12% decrease.

The arrival of book parcels from suppliers was unpredictable since Canadian mail delivery was extremely erratic. Too often professors, and some library staff, blame processing staff for delays in making new books available which more properly should rest on Canada Post Office.

A total of 65,835 books were received from suppliers, nearly six thousand less than the year before. Micromaterials receipts numbered 90,217, down three thousand pieces. Audiovisual receipts, most of which is for the Curriculum Library, were 20,197, an increase of 21%. The number of single periodical issues received during the year was 124,287, a decrease of 14%. A continuing and unsolvable problem is that of current issues of periodicals which fail to arrive; the Public Services divisions become impatient with patrons eagerly awaiting an issue. The Acquisitions Division tried to improve surveillance of incoming issues, and in pursuit of missing issues sent out 18% more claim notices than usual.

A major organizational change implemented at the beginning of the year was the amalgamation of the periodicals and standing order files. The consolidation focused attention on duplicate orders and other problems needing to be resolved. All standing orders were claimed systematically for the first time. A colour-coded claims system based on country of origin, frequency, expected month of receipt was installed, which hopefully will increase efficiency in claiming.

In addition to this organizational change, the Division rewrote many of its procedure manuals and job descriptions. Supervisors spent time in classes and workshops to improve their skills. Priorities were set for automated systems creation and enhancement which should result in streamlined workflow and decreased manual clerical work.

In a Division where the nature of work requires training and detailed attention to procedures, staff absences and turnover create horrendous problems. During the year both professional librarians resigned, and 16 members of the support staff either resigned, or retired, or transferred within the Library. The gross turnover of staff was 46%. In addition the division granted 19 months of maternity leave, plus several months of sick and other leaves. The number of professional librarians was reduced from two to one. The staff now consists of the one professional heading the Division and 35 support staff.

Library expenditures for all materials increased by 7% to \$2,155,-607.27 or 77% of the total funds available, that is \$2,783,501.85. In the table below it will be noted that standing orders and periodicals increased 18% and 23% respectively, taking a large portion of the total allocation.

Expenditures

			%
	1977-78	1976-77	Change
Current Materials	594,507.82	519,274.60	+14
Approval Plan	231,403.80	226,162.46	+ 2
Reserve Reading Room	8,545.28	10,792.66	-21
Blanket Orders	34,060.74	32,467.91	+ 5
Standing Orders (New)	14,539.25	36,854.92	-61
Standing Orders (Renewals)	264,598.86	199,704.08	+32
Periodicals (New)	14,099.32	14,246.61	- 2
Periodicals (Renewals)	752,584.21	608,776.37	+23
Back Files	33,315.09	151,002.81	-88
Developmental Projects	207,953.00	208,278.15	- 2
TOTAL	2,155,607.37	2,007,560.57	+ 7

Cataloguing Division

Mr. Seno Laskowski writes of the effect of the loss of a third of the professional staff—three resignations and three transfers—had on the operation of the Cataloguing Division. Resignations decimated the Social Sciences unit as only one trained cataloguer remained, while the Humanities unit was also left critically short of experienced cataloguers. In consequence there was a sharp decline in the number of original titles catalogued and a drop in the total number of new titles processed. Position vacancies created a loss of 2,059 working days, or the loss of 7.92 work days. A critical support staff position remaining unfilled at year's end, that of Corrections Supervisor.

As suggested above, all cataloguing statistics show a decline. The number of titles catalogued decreased from 52,335 to 50,491, the total number of volumes processed dropped 96,375 to 88,094, and accessions fell from 78,789 to 68,744 volumes. The decrease in accessions is suggestive of the Library's loss in purchasing power.

As in previous years, the Division undertook a number of special projects, and some new on-going tasks as well. Two additional locations were created with the granting of semi-official status to the Computing Science Reading Room and the transfer of printed music to the Music Department. These actions necessitated the establishment of two new card catalogues and the changing of records in the union catalogue. In creating the Music catalogue, affected records were converted to machine-readable form.

With shelf space in many areas of the Library becoming in short supply, there is a tendency for public service division librarians to want to discard or to place less used volumes in storage. These requests for record changes have increased the workload of the Corrections Unit. The problem is exacerbated by an inadequate and frequently

unworkable programme for updating machine-readable data base. The Division has had to impose quotas on transfers and discards. The total for corrections increased to 29,744 from 23,708. The dramatic rise reflects the increased size and complexity of the card catalogue and the efforts of Cataloguing staff to continue to maintain a high standard of accuracy.

A source of frustration to the Division is the update portion of the automated cataloguing system. The original design was deficient, and although a completely new system has been designed by the Systems Division, staff turnover has prevented implementation.

The Division has been involved in cataloguing government publications for the Law Library after that Division had experimented with the Mancat system. Cataloguing agreed to search all backlog material and to catalogue all titles for which copy could be found.

In January an agreement was reached with the Micromaterials unit whereby the Cataloguing Division would "copy catalogue" and encode all purchased analytics for large microform collections. In effect this would provide complete local MARC records for titles in many currently-acquired microsets.

In the Corrections Unit it is now the practice to convert card records requiring major changes from manual to machine-readable form.

Bindery Preparation Unit

Mr. Alan Rankin reports that 32,757 volumes were bound, a decrease of two thousand volumes. Some Library divisions were unable to meet their schedules which explains in part the decrease in the number processed. A more important factor is that the Library is now subscribing to fewer new periodical titles and fewer files of backruns of periodicals (which often were secured unbound by the Library) are being ordered. The breakdown by the main categories of binding is as follows: Standard binds, 18,845; checkbinds, 13,289; books, 2,108; books rebound, 2,410; and perma-binds, 1,040. The total expenditure on binding was \$165,688.

Part III—PUBLIC SERVICES

Circulation Services

The Circulation Services Division is responsible for some 80% of the external circulation of books from the Library system. This centralized automated service, in operation for nearly eight years, has been effective in standardizing user service and in maintaining it at a high level.

In recent years the overall external circulation of materials may be described to be in a steady state with annual fluctuations limited to 1% to 3%. This year total circulation dropped by 1.4% to 1,022,736



At the beginning of term, thousands of students converge upon the Library for borrower's cards. Hanna Tutschek from the Circulation Services Office is shown assisting students with their applications.

transactions. Within individual Library areas circulation fluctuations can be much more dramatic; for instance, this past year the use of government publications increased by 25%, while Education reserve books decreased by 28%. Perhaps a course or two with large enrolments in which reading assignments are heavy, offered or cancelled any given year, can significantly tip the use of a collection. Librarians, unfortunately, have been unable to develop a mechanism to predict regional circulation fluctuations.

Miss Norma Freifield, Co-ordinator, reports that the internal use of library materials is heavy, but no statistical record of it is kept.

Following discussions between the Education Library, Circulation Services, and the Systems Division a systems programme was written so that educational A.V. materials could be circulated through the automated circulation system; IBM cards have been prepared for 60% of the collection.

A worrisome operational problem in the automated circulation control system has been the worn condition of the punches and terminals and the increasing frequency of "downtime". Malfunctioning causes errors in records, is bothersome to users, and time consuming for circulation staff. The installation of new terminals is scheduled for early in the next reporting year.

A new urgent recall procedure was instituted which gives the Circulation Services Division authority to immediately suspend the library privileges of an unresponsive borrower who fails to return a book wanted by another user. The procedure has proven effective. Borrowers would seem to be taking advantage of the recall service to obtain books they want which are in circulation. The number of Overdue and Urgent Recall notices have increased by 9,000 to 65,710. In March, 1978 the Library suspended the borrowing privileges of 49 academic staff members who were each holding from 1 to 80 long-overdue books. The Co-ordinator heard 621 fines appeals from students, and granted 66% of them.

The Library patrol, because of the tight salary budget, has been reduced to the point where it can no longer be regarded as adequate in study areas with a heavy attendance and long hours of opening.

Humanities and Social Sciences

Mr. Mohan Sharma, the Co-ordinator, suggests that among the advantages of the Humanities and Social Sciences Library organization is that it provides flexibility and effectiveness in the use of staff. For instance, during the winter session reference staff provided four half-days per week to Government Publications, while the Micromaterials librarian spent an equivalent amount of time at the main reference desk.

Mr. Sharma speaks of problems of space and staffing. In the Rutherford North Library space to shelve new books is becoming

extremely tight. When the building was opened construction of Phase II was to have begun in 1976. The moratorium on filling certain positions, pending the result of the library surveys, has seriously interfered with the effective operation of some HaSSL units. One such position has been that of HaSSL collections librarian.

Reference Services

Mrs. Margaret Farnell reports that the reference collection was increased by 1,341 volumes of which 303 were new titles. The service answered 32,160 questions, an 8% increase, and the highest number answered any year to date. Telephone questions jumped by a spectacular 26% to 7,280. Many of these queries are from non-campus sources, which raises the issue: In times of staff shortages what is the responsibility of a university library to answer outside questions? At the Catalogue Information Desk the number of questions posed dropped to 4,660, a decline of 30%.

Mr. Dave Sharplin writes that 86 clients requested a total of 88 on-line searches, an increase of 80%. The searches retrieved over 11,000 references, an average of 130 citations per search. Mr. Mohammed Musafir continues to compile his useful *Index to the Edmonton Journal*.

Miss Ingrid Bromann, supervisor of the Humanities and Social Sciences Periodicals Reading Room, states that it is used by a wide variety of people who tend to do their reading there rather than borrow



The newspaper reading room, Rutherford South Library.

magazines for external use. The staff answered 12,935 questions at the service desk and another 7,822 over the telephone; both represent substantial percentage increases. The statistical figures for periodical

titles added or cancelled seem unusual: 25 cancellations processed in comparison to 178 the previous year; 45 change in title as compared to 194; and 38 ceased titles versus 209 the year before. An additional office was constructed for the unit in the summer of 1977.

Reference staff continue to provide library lectures and tours to new students in September and to classes throughout the year. In addition to staff involvement with the registration week, they conducted 41 groups through selected parts of the Library System.

Government Publications

Dr. William Hyrak lists as a significant event in the Government Publications Unit this past year the Library's new status with respect to federal government publications. After a quarter of a century as a select depository, the decision was taken, since such a high percentage of publications were ordered in any case from the Queen's Printer, to request full depository status. This was granted by the National Library effective September 1, 1977. An extra bonus is that documents arrive sooner in a depository library than when the library has to wait for the issuance of a check list, and then select and order.

The richness of the Government Publications collection is becoming better known to the University community, to various provincial government departments across the river, and to the general public as well, but the clientele remains primarily professors and advanced students. The Library continues to give serious consideration to the introduction of the computerized CODOC system, but has delayed because of a lack of staff to do the initial coding.

A total of 31,897 items were processed, up by more than 6,000 documents from previous year, and perhaps reflecting the new full depository status. The unit distributed 6,148 documents to other subject libraries, mostly to General Science. Another 4,570 documents were discarded as outdated or superseded.

Of the new micromaterials acquired, most were additions to the British Sessional Papers, U.S. Government Publications, Publicat and Profile. The holdings now consists of 272,234 letter-press items, and when the microform collection is included, the total is 481,334 documents. Another 1,978 items were added in microform.

Among notable acquisitions were the minutes of the proceedings and papers of the Colonial Conference from 1887 to 1907, the cumulative index to annual catalogues of H.M. Stationery Office publications, 1922-1972, and the U.N. Cumulative Index, 1950-1962.

Circulation was 4,352, or a 25% increase. Of the material used internally, statistics of use are collected for micromaterials only; these show that 1,927 items were read as compared to 603 the previous year.

Interlibrary Loans

The total number of interlibrary loan requests submitted by staff and students increased 6.58% over the previous year, while the number of requests from other libraries for our material dropped by an equivalent percentage, 6.88%. Of the 6,719 on campus requests submitted, 475 or 7.07%, were for material already available in the Library. Interlibrary loan staff succeeded in locating 79.16% of the titles requested. Of the 5,319 filled requests, 42.49% were for books, and 57.51% for photocopies. Individual faculty members using the service increased by 16% but this was offset by a 13% decrease in the number of graduate students submitting interlibrary loans.

Turning to outgoing material, our collections were able to provide 70.33% of the items requested by other libraries. Of the filled requests 38% were books and 59% photocopies. Another 14% of the requests received were for non-circulation items or for items staff were unable to locate on our shelves at the time of the request.

This year the number of requests received from COPUL institutions, that is prairie provinces universities, accounted for 46% of the total. The number of requests decreased over last year: from Manitoba by 7%, from other Alberta universities by 16%, and from Alberta colleges, 20%.

With respect to service from other libraries, both the National Library and CISTI continue to provide excellent service. CISTI staff in particular has proven to be most helpful in providing alternatives for items their library is unable to supply, including authors' addresses or other locations in North America and the world. Once again a great number of requests were filled by the university libraries in Western Canada. The University of British Columbia is again among the top ten library sources supplying us with material because it is often cheaper to pay the \$8.00 minimum charge than to search for an American library alternative.

An event that occurred recently is worthy of mention as affecting borrowing from American libraries. On January 1, 1978 a new copyright law came into effect in the United States. Under the new law, filled requests for any given periodical title must not exceed five in one calendar year from issues of the periodical published within the last five years. Since January 1, 1978 all requests directed to American libraries must state that our library is complying with the new American law, and we must maintain records to prove that we are indeed complying. While the number of our requests that fall under the new copyright law are relatively few, it does mean that extra care and time must be spent on photocopy requests being sent to south of the 49th parallel even though Canadian libraries and users are not subject to the new American copyright law.

In reviewing the year, Mrs. Tina James reports that with two staff members on leave for part of the year the Unit was understaffed for five

months, but it successfully handled nearly the same number of requests as the previous year.

Micromaterials

Miss Anna Altmann, in her first report as head of the Micromaterials Unit, makes reference to the much needed space expansion of the Micromaterials quarters. Across the corridor a room was made available for storage. The move created more work space for the staff and allowed the public service area to be more conveniently arranged.

Use of the Reading Room increased somewhat over the spring and summer months, then decreased in the winter session compared to the previous year. The decrease in use was approximately 11%. At the same time an increase in external circulation by 77% may partially explain the drop in user and reference statistics. More users are borrowing material to read at home or on readers owned by teaching departments. Photocopying was down by 9%, but there was an increase in the use of the Xerox microprinter.

At the request of teaching departments orientations to microforms were given to English and Drama students taking bibliography and research methods courses and also to the senior citizens class in the writing and researching of local history. Librarians from various government and school libraries asked for information and advice concerning purchase of microforms and reading equipment.

Dr. Suchowersky began a bibliography of Slavic material in microform in the collection, a catalogue which is hoped will be completed by the end of 1978. Another step toward better user access was a change in cataloguing policy. Purchased catalogue cards for large microform sets, which previously had only been used for main entry cards, will in future be put on computer tape to produce full card sets. Subject and added entry cards will only be filed in the micromaterials catalogue, but the item so treated will have records on tape and will therefore be included with all entries in the projected catalogue on microfiche.

A new microfilm reader somewhat relieved the shortage of readers. Film continues to be the most heavily used form of microforms.



Sculptured head of a bodhisattva, a member of an exalted order of Buddhist monks, presented to the Library by Major A. Cathcart-Bruce to whom it was offered in exchange for a rifle by a tribesman in the Khyber Pass. The sculpture was found in a stupa or mound near Peshawar. It is probably of the 6th century AD and shows marked Greek influence.

Special Collections

Mr. John Charles describes 1977-78 as the year the atmospheric controls were adjusted in the Special Collections area. The necessity of installing new ceiling tiles provided the opportunity to do a considerable amount of ceiling duct work and to make office alterations. The alterations interruption lasted over the summer from late May to mid-September, and was followed by considerable delay in hooking up the atmospheric system. One of the main purposes of the expensive renovations was to get humidity control up to 45%. After the installation it was learned that since the area has one exterior wall the humidity may not be allowed to go above 40%. A small work area for conservation work was created at the front of the closed stacks. Here leather treatments and some repair work can take place. Some office activities now take place in Room 029, formerly the Out-of-Print Office.

During the renovations, books in the reading room were covered with plastic sheets, as were the elephant folios. The Bunyan collection and many other important volumes were stored in the glass display cases. All the other material was moved to Cameron, Room 028, or to closed stacks in Rutherford South.

Mr. Charles speculates on the possible reasons why use of the collection was down by 11%. One was the removal of the pamphlet collection at the end of the first quarter of the year. Another, perhaps, was that the undergraduate English bibliography class was not taught nor did the graduate course employ the large number of books used in the past. The use of manuscript materials dropped 45% but this was because the use the previous year was unusually high; one scholar worked extensively on the Dorothy Livesay poetry collection.

In September Miss Yvonne Fenton joined the Library Cataloguing Division staff where her thorough knowledge of rare books and of cataloguing principles has expedited the cataloguing of materials for the Division.

One staff member has been devoting half of her time to conservation efforts. This includes examining books for problems, removing tapes and spine labels repairing castings by reinforcing books, spines and covers, mending paper, restoring covers of paper-bound volumes, making and sewing covers for disbound volumes and refurbishing.

Undergraduate Library

Mrs. Betty Schwob, Undergraduate Librarian, describes the beginning of the university fall term, with registration week and its orientation lectures as a hectic time for the Undergraduate Library staff. As usual they assisted in the slide-tape presentation to freshmen, which were attended by 1,880 students. Twelve members of the Humanities and Social Sciences Library staff assisted in the orientation lectures to freshmen English classes. Approximately 580 students in 28 sections

came to the Reference area of the Undergraduate Library for the lectures on how to use the Library. A classroom has since been created in the Undergraduate Library area which can accommodate groups up to thirty and is equipped for the projection of overhead transparencies and slide tapes.

The book collection was augmented by 3,526 volumes, bringing the total to 91,827. This figure is not completely accurate as during the year some weeding and transferring to the Rutherford Library has taken place. Some older text books were given to Camrose Lutheran College and to Grant MacEwan Community College. A letter was sent to library representatives in the Arts Faculty asking for lists of texts and recommended books for undergraduate courses. The response was encouraging and useful although much of the material is already in the undergraduate collection.

The Undergraduate Library circulated 88,958 books for external use.

The Reserve Reading Room, under the supervision of Mrs. Bente Scarnati, operated successfully. Circulation at 107,204 was down slightly. Statistics cannot be maintained on the internal use of books on open reserve but staff observed that, for example, books on reserve for one course, Organizational 3303, with a total enrolment of 700 students, was in constant use.

Medical Sciences

Miss Phyllis Russell, Medical Librarian, reports the major event of the year was final approval for 42,000 sq. ft. of library space in the future Health Sciences Centre on which construction has started, on the University Hospital grounds. Occupancy is expected by the end of 1982.

Last year the Medical Sciences Library added 4,521 books and 4,021 bound periodicals, which brings the holdings to an estimated 122,029 volumes. The Library has 2,196 serial titles. During the year 20 serial titles were discarded, 8 ceased publication, 11 were cancelled, and 56 new titles acquired. The gravest problem in collection development continues to be the funding of periodicals, since periodical literature is so important in the update of medical knowledge. The Library continues to develop the Rawlinson Historical Collection.

A total of 18,690 reference queries, including computerized information retrieval searches, were answered. This represents an increase of 13%. The computerized Medline Information Retrieval System has now been in operation for four years; 54,984 references were retrieved in 573 searches, while another 25 searches were performed on the various Lockheed data bases. Library staff performed 856 lengthy manual bibliographical searches for professional and hospital staff; these took 154 working days to compile.

The Medical Sciences Library lent 1,247 items to other libraries on interlibrary loan.

The staff gave 19 lectures and tours to students in the Health Sciences faculties. Staff provided consultative service for four health sciences libraries, three of them in the Edmonton area, one in Whitecourt.

The Medical Sciences Library continues to provide photocopies of articles for practicing physicians. The number of requests from city physicians was 206, from out-of-town physicians 310, which together was nearly 12,000 pages. Under the arrangement with the College of Physicians and Surgeons this service was given free. In addition another 43,000 pages, for which users paid, were provided to faculties, students, and physicians.

External circulation of books was 46,985 volumes through the centralized circulation service. External and internal circulation of reserve books accounted for another 40,338 transactions. The Library provided 5,278 books and journals to hospitals in Edmonton, other than the 8,333 volumes sent to the John W. Scott Library in the University of Alberta Hospital. Through the Library's Interlibrary Loan Service another 1,247 were sent to libraries across Canada.

John W. Scott Reading Room

This branch is located in the University of Alberta Hospital and serves the informational and educational needs of hospital medical staff and students. External circulation was 12,404, internal circulation 17,342 volumes. A total of 686 brief informational queries and 36 longer reference questions were handled by the staff. As indicated above, the Medical Sciences Library provided 8,333 volumes, a 12% increase, by the delivery service.

A grant of \$25,000 was made from the Medical Staff Academic Trust Fund of the University Hospital, the money to be used for book purchases over the next five years. During the year the collection weeded and discarded 633 volumes. The Reading Room received 167 new book titles and 74 serial titles during the year, the collection now has 1,705 volumes and 211 periodical subscriptions.

General Sciences

Mr. Ron Clancy, the Science Librarian, reports that a downward trend in additions to the science collections has stabilized. In the past year 5,301 monographic new titles and 3,988 added volumes were put into the collection. The number of items added to the documents collection was 8,736, an increase of over 2,000, and the direct result of collection building efforts in the division. About 15% of the material

added to the science collection is ordered by Humanities and Social Sciences teaching departments.

The total number of questions answered increased slightly to 26,492. The reference librarians report an increased sophistication in the needs of undergraduates, particularly in the use of periodical literature. The computer information services have also resulted in the provision of more in-depth reference service. The number of searches performed totalled 227 with over 32,000 citations retrieved. These then generate an increased demand on the Library's reference and interlibrary loan services. Out-going interlibrary loan requests from science faculty and students doubled from 815 to 1,717, the direct result of the computer informational service. The librarians involved in the on-line searching continue to avail themselves of the opportunities presented in continuing education in the ever-changing data base field.

The year saw the resolution of an ambiguous situation which has existed for many years, the status of the Computing Science Reading Room. It has now been recognized as a catalogue location which should make access easier for users checking the union, the General Sciences, or the Physical Sciences catalogues.

The problem of space is becoming a serious one in the General Sciences Library and is acute in both the Mathematics and the Physical Sciences Reading Rooms.

Mathematics Reading Room

Mr. Masood Ahmad reports that external circulation increased by 9.4% to 7,095 volumes. The internal circulation fell by 11% to 9,824, mostly because of less seating being available in the Reading Room after the installation of additional shelving. The collecting was augmented by 1,069 volumes and six new periodical titles.

Physical Sciences Reading Room

The Physical Sciences Reading Room circulated 13,419 volumes externally and 45,367 internally. The external circulation represented an increase of nearly 2,700 volumes.

The Reading Room added slightly fewer volumes this year than last, 984, and 9 new periodical titles.

Following the change in the status of the Computing Science Reading Room much effort was spent in pulling the cards from the Physical Sciences catalogue as a preliminary step in creating a catalogue in the new location.

Education Library

For the last half of the year Mrs. Elaine Boychuk was Acting Head of the Education Library while Mrs. B. J. Busch was on leave. As a

result of the renovations and physical reorganization which had taken place in 1976-77, it was necessary to have some internal reorganization of staff functions; these were implemented in July 1977. There were two important developments during the year; one was the change from manual to automated procedures for the circulation of audio-visual materials from the Curriculum Library, which has been described above. The second important development was the creation of a new position



The book stacks in the Physical Sciences Reading Room.

of Collection Development Librarian and an appointment to this position in September. Work has begun on a selection policy for the Curriculum Library which is hoped will be ready for implementation this coming year.

The Education Library collection added 4,152 book titles. The acquisition rate has decreased approximately 20% for each of the past two years. The Curriculum Library is attempting to build a comprehensive collection of old school texts. In the summer of 1977 the Provincial Archives donated its collection—approximately 1,500 textbooks to the Curriculum Library. The same area received supplementary funds from outside the Library budget for materials. As part of a programme designed to increase the quality of student teaching, the Faculty of Education provided \$12,000 for the purchase of materials to strengthen collections and to increase the number of duplicate copies available.

The Curriculum Library reference service answered 22,113 questions, an increase of 14.6%. The main education reference unit saw a slight decrease in reference and directional questions. The decrease may be attributed to the decline in enrolment in the Faculty of Education and, perhaps, to the effectiveness of the library instructional programme. The number of computer searches offered was 49, nearly double those conducted the previous year. The Assistant Education Reference Librarian continued to be responsible for indexing journal articles and monographs published in Alberta for the *Canadian Education Index*.

Library orientation materials were updated and revised, and the lectures were publicized through a brochure. A wide range of subject orientation lectures were offered to both undergraduate and graduate students in 63 orientation sessions.

In the Reserve Reading Room the number of courses for which material was reserved increased from 262 to 348. However, the total number of books and pamphlets decreased as a result of a more stringent selection policy.

Ms. Sieglinde Rooney, the Technical Services Librarian, supervised the four-unit operation; namely, audio-visual cataloguing, catalogue maintenance, material maintenance, and ordering. In addition to their formal duties, most of the technical service staff participated in the bibliographical verification team, the filing team, and assisted in reference service. This year 2,220 audio-visual items were catalogued, a decrease of 48% from the previous year. The decrease is directly attributable to the completion of the curriculum guide cataloguing project carried out the previous year. In catalogue maintenance both interfiling and corrections decreased. The newly created materials maintenance unit inherited a substantial labelling and mending backlog as a result of the more effective examination of library materials. The number of books mended increased by 17%, and those sent to the Bindery by 13%. In book ordering the total number of requisitions

received increased by 44%. However, of the total material requested upon checking it was found that 46% was already on order or in the Education Library collection.

Law Library

Professor Peter Freeman, Law Librarian, reports that external circulation at 9,524 remained much as in the previous year. Most of the law material is used within the Library, 78,785 volumes. The professional staff continued to offer instruction in the legal process course of the Faculty of Law, thus providing bibliographic instruction to first year students. The voluntary course offered to third-year students continues to be popular as well. This year the Library has become involved in an experiment in computerized legal information retrieval. The Canadian Law Information Council gave a grant of \$37,300 to provide "Hands-on" instruction and experience to law students and lawyers on the use of computer-assisted legal information retrieval. The project got underway in February with approximately 250 students signing to receive instruction. Over the summer a similar programme is to be offered to lawyers.

The staff answered 4,125 long reference questions and 2,336 short reference questions. Through an arrangement with the Law Society for subsidization the reference staff provided 5,170 photocopies to lawyers.

In the technical services area staff undertook a number of activities such as refiling the on-order file by title, and removal of the standing orders, verification of standing orders, preparation of flow charts and revised manuals, cataloguing of government publications, etc. The reclassification of part of the collection to the KF class continues. As indicated in the report of the Cataloguing Division an arrangement has been worked out for cataloguing the Law Library's government publications.

A handwritten signature in cursive script, reading "Bruce Peel".

Librarian to the University

BURNABY

by Louis Blake Duff



WELLAND, CANADA
TRIBUNE - TELEGRAPH PRESS
MCMXXVI

An attractive example of early Canadian fine printing. Burnaby by Louis Blake Duff was printed by Duff before he founded the Baskerville Press. This is no. 184 of 200 copies and is the author/printer's signed presentation copy to Justice Riddell.

Library Publications

Administration

Library Information Bulletin, Nos. 108-111
Library Staff Bulletin, Nos. 9-10 (for internal circulation only)
Report of the University Librarian, 1976-77

Education Library

Curriculum Laboratory Special Services 1977-78
Education Library Reference Services 1977-78

Humanities and Social Sciences Library

Reference Services

New Reference Books, April, 1977-February, 1978 (for internal use only)

Special Collections

U. of A. Theses—1976 Fall. August, 1977
U. of A. Theses—1977 Spring. October, 1977
U. of A. Theses—1977 Fall. March, 1977

Law Library

Legal Bibliography and Research Syllabus. Legal Process 1977.
S. P. Rempel & L. V. MacPherson. Distributed internally to
1st year Law students only.

Recommended Collections for Canadian Prison Law Libraries,
August, 1977. S. Patricia Rempel. Distributed on request.

Orientation Material

University of Alberta Library Guide. (20 p.) (Pamphlet) 2nd ed.,
1977 (revised).

Notable Acquisitions

Because of the financial constraints under which the Library has recently been compelled to operate, there has been few historically significant works in original editions acquired by purchase. However, Professor Emeritus Ernest Sydney Keeping presented the Library with a magnificent collection of English private press books, among which are:

Chaucer, Geoffrey. *Complete works*. Oxford, Shakespeare Head Press, 1928. Eight volumes.

Dante. *La divina commedin*. Ed. Mario Casella. With Botticelli's drawings. London, Nonesuch Press, 1928.

Herodotus. *The history*. Ed. A. W. Lawrence. London, Nonesuch Press, 1935.

Vaughan, Henry. *Poems*. Montgomeryshire, Gregynog Press, 1924.

CIRCULATION SERVICES, UNIVERSITY OF ALBERTA LIBRARY
ANNUAL REPORT, APRIL 1, 1977-MARCH 31, 1978

Appendix 1-A

External Circulation Statistics for the Entire Library

COMPARATIVE STATISTICS 1976-77 and 1977-78

	1976-77	1977-78	% Increase Decrease	% of 1977-78 Total
Cameron Library				
Undergraduate (2nd floor)	99,687	88,958	-10.8	8.69
General Sciences (4th floor)	110,721	107,108	- 3.3	10.47
Medical Sciences (5th floor)	<u>44,317</u>	<u>46,985</u>	<u>+ 6.0</u>	<u>4.60</u>
Subtotal	254,725	243,051	- 4.6	23.76
 Education Library				
Main Circulation	136,336	127,195	- 6.7	12.43
Curriculum Laboratory	104,582	123,352	+17.9	12.06
Reserve Room	<u>49,971</u>	<u>35,715</u>	<u>-28.5</u>	<u>3.49</u>
Subtotal	290,889	286,262	- 1.6	27.98
 Rutherford Library				
Main Circulation	307,213	313,007	+ 1.9	30.61
Subtotal	307,213	313,007	+ 1.9	30.61
Government Publications	3,462	4,352	+25.7	.42
John W. Scott Reading Room	11,786	12,404	+ 5.2	1.21
Law Library	9,155	9,524	+ 4.0	.94
Mathematics Reading Room	6,431	7,095	+10.3	.69
Medical Sciences Reserve Room	6,605	7,377	+11.7	.72
Periodicals Reading Room	22,978	21,580	- 6.1	2.11
Physical Sciences Reading Room	10,771	10,759	- 0.1	1.05
Special Collections	227	122	-46.3	.01
Undergraduate Reserve Room	<u>113,342</u>	<u>107,203</u>	<u>- 5.4</u>	<u>10.48</u>
Subtotal	184,757	180,416	- 2.3	17.65
Total	1,037,584	1,022,736	- 1.4	100.00

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to the President.

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